

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 09/29/2001		2. CONTRACT NO. (If any) COW-1-A-1027		6. SHIP TO:		
3. ORDER NO. CALL 4		4. REQUISITION/REFERENCE NO. OIS-1-10385		a. NAME OF CONSIGNEE Immigration & Naturalization		
5. ISSUING OFFICE (Address correspondence to) Immigration & Naturalization Headquarters Procurement 425 I Street, N.W. Room 2208 Washington DC 20536				b. STREET ADDRESS 1st Floor Room 1126		
				c. CITY Washington	d. STATE DC	
				e. ZIP CODE 20536		
7. TO: JHM Research & Development 6930 Carroll Ave, Suite 700 Takoma Park MD 20912 John H. Macklin				f. SHIP VIA		
9. ACCOUNTING AND APPROPRIATION DATA 1511220/11PS.321X.X86.00				8. TYPE OF ORDER <input checked="" type="checkbox"/> a. PURCHASE - Reference Your Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated. <input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
				10. REQUISITIONING OFFICE OIS		
				11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> OTHER THAN SMALL <input checked="" type="checkbox"/> DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
CONTRACTOR TIN: 52-1541512				12. F.O.B. POINT Destination		
13. PLACE OF a. INSPECTION b. ACCEPTANCE		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		
				16. DISCOUNT TERMS Net 30		
17. SCHEDULE (See reverse for Rejections)						
ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	Call 4 provides funding to allow JHM Research and Development to provide National Emergency File Operations Support at each of the four service centers (Texas, California, Nebraska and Vermont) per the attached Statement of	1	EA	\$87,500.00	\$87,500.00	
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOT. (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME US IMMIGRATION & NATZ SVC						17(i) GRAND TOTAL
b. STREET ADDRESS (or P.O. Box) 425 I STREET, N.W. ROOM 8034						
c. CITY WASHINGTON						
d. STATE DC						\$87,500.00
e. ZIP CODE 20536						
22. UNITED STATES OF AMERICA						23. NAME (Typed) John A. Russo, Jr. TITLE: CONTRACTING/ORDERING OFFICER
BY (Signature) <i>John A. Russo</i> 9/29/01						
<input type="checkbox"/> Vendor <input type="checkbox"/> Receiving		<input type="checkbox"/> Official <input type="checkbox"/> G104 Oblig.		<input type="checkbox"/> Requestor <input type="checkbox"/> Other		

OPTIONAL FORM 347 (REV. 6/95)
Prescribed by GSA/FAR 48 CFR 53.213 (e)

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ORDER FOR SUPPLIES OR SERVICES **Schedule - Continuation**

PAGE OF PAGES
2 3

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1. DATE OF ORDER
09/29/2001

2. CONTRACT NO. (If any)
COW-1-A-1027

3. ORDER NO.
CALL 4

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>Work dated 9/11/01.</p> <p>The Call 4 period of performance is:</p> <p>Base Year 9/11/01 through 6/17/02 Option Yr 1 6/18/02 through 6/17/03 Option Yr 2 6/18/03 through 6/17/04 Option Yr 3 6/18/04 through 6/17/05 Option Yr 4 6/18/05 through 6/17/06</p> <p>The ceiling price for National Emergency File Operations Support for the four Service Centers is established as follows:</p> <p>Base Year \$ 495,801.60 Option Yr 1 \$ 495,801.60 Option Yr 2 \$ 495,801.60 Option Yr 3 \$ 495,801.60 Option Yr 4 \$ 495,801.60</p> <p>The total ceiling price for this order is \$2,479,008.00.</p> <p>This Call 4 provides funding in the amount of \$87,500.00 for the base period 9/11/01 through 6/17/02. This funded amount is for anticipated costs through October 31, 2001 or longer based on the frequency and duration of national emergencies. The Contractor is not authorized to incur costs above the funded amount of \$87,500.00. Additional funding for this effort may be provided by modification, as needed, until the ceiling price of the base period is fully funded.</p> <p align="center">END OF MODIFICATION</p>					

SUPPLEMENTAL INVOICING INFORMATION

NOTE - If desired, this order (or a copy thereof) may be used by the Contractor as the Contractor's invoice, instead of a separate invoice, provided the following statement (signed and dated), is on (or attached to) the order: "Payment is requested in the amount of \$ _____. No other invoice will be submitted." However, if the Contractor wishes to submit an invoice, the following information must be provided: contract number (if any), order number, item number(s), description of supplies or services, sizes, quantities, unit prices, and extended totals. Prepaid shipping costs will be indicated as a separate item on the invoice. Where shipping costs exceed \$10 (except for parcel post), the billing must be supported by a bill of lading or receipt. When several orders are invoiced to an ordering activity during the same billing period, consolidated periodic billings are encouraged.

RECEIVING REPORT

Quantity in the "Quantity Accepted" column on the face of this order has been: ☐ inspected, ☐ accepted, ☐ received,
by me and conforms to contract. Items listed below have been rejected for the reasons indicated.

SHIPMENT NUMBER	PARTIAL		DATE RECEIVED	SIGNATURE OF AUTHORIZED U.S. GOVT. REP.	DATE
	FINAL				
TOTAL CONTAINERS		GROSS WEIGHT	RECEIVED AT	TITLE	

REPORT OF REJECTIONS

[illegible]

**STATEMENT OF WORK
IMMIGRATION SERVICES DIVISION
SERVICE CENTER OPERATIONS
NATIONAL EMERGENCY FILE OPERATIONS SUPPORT**

September 11, 2001

1. TITLE OF PROJECT: INS Service Center Operations Support File Operations.

2. PROJECT BACKGROUND

The United States of America sustained multiple terrorists attacks perpetrated by foreigners on September 11, 2001 which has caused a state of national emergency. As a result of these attacks, immediate access to INS files is required for law enforcement purposes.

3. SCOPE

The U. S. Department of Justice, Immigration and Naturalization Service (INS), Immigration Services Division (ISD) Service Center Operations requires Contractor support to be available for file operations support as required. The contractor shall be available to provide file operations support on a twenty-four hours seven days a week basis to each of the Service Centers as requested by the HQCOTR and on-site COTR. The contractor shall facilitate the immediate access to INS files, as needed during the present national emergency.

2. PERIOD OF PERFORMANCE

The period of performance shall be from September 11, 2001 through June 17, 2002.

3. PLACE OF PERFORMANCE

The place of performance shall be at INS Service Centers as defined in BPA #COW-1-A-1027 SOW page 3-4, Section 6, Requirements, Table 6-1.

4. CONTRACTOR PERSONNEL

The labor category defined below is deemed necessary. The prerequisites are the minimum acceptable level.

Mail/File/Warehouse Clerk (Warehouse Clerk)

Duties: Responsible for placing records boxes at prescribed locations within the mailroom or filerom, using bar coding equipment to record box location, and retrieving records for referencing purposes. Gathers data for the preparation of records inventories and packs records in containers prior to shipment. Loads and shrink wraps pallets (if necessary), applies any necessary labels or identifying markers. Retrieves and re-files records, conducts special records searches, re-boxes inventories, and coordinates activities with SCOT personnel.

General Experience: A minimum of one to two years of general experience
Education: High School diploma or GED.

5. SECURITY – see BPA SOW Attachment 6, dated 7/13/00.

ORDER R SUPPLIES OR SERVICES						PAGE 1 OF 3	
IMPORTANT: Mark all packages and papers with contract and/or order numbers.							
1. DATE OF ORDER 07/03/01		2. CONTRACT NO. (if any) COW-1-A-1027		6. SHIP TO: a. NAME OF CONSIGNEE Immigration and Naturalization			
3. ORDER NO. CALL 03		4. REQUISITION/REFERENCE NO. OIS-1-10285 and OIS-1-A-10284					
5. ISSUING OFFICE (Address correspondence to) Immigration and Naturalization Service 425 I Street, N.W., Room 2208 Washington DC 20536				b. STREET ADDRESS 1st Floor Room 1126			
				c. CITY Washington		d. STATE DC	e. ZIP CODE 20536
7. TO: JHM Research and Development Inc. 6930 Carroll Avenue, Suite 700 Takoma Park, MD 20912 Attn: John Macklin				8. TYPE OF ORDER <input checked="" type="checkbox"/> a. PURCHASE - Reference your Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated. <input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.			
9. ACCOUNTING AND APPROPRIATION DATA 1511220/11PS.321X.X07.00				10. REQUISITIONING OFFICE OIS			
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> DISADVANTAGED				<input type="checkbox"/> OTHER THAN SMALL <input type="checkbox"/> WOMEN-OWNED			
TRACTOR TIN: 52-1541412				12. F.O.B. POINT Destination			
13. PLACE OF		14. GOVERNMENT SAL NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS NET 30	
a. INSPECTION		b. ACCEPTANCE					
17. SCHEDULE (See reverse for Rejections)							
ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)	
0001	Call 03 provides authorization and funding to allow JHM Research and Development, Inc. to begin performance under the Statement of Work (attached) for Frontlog/Backlog work in support of each service center (Texas; Vermont, California, and Nebraska) with	1	LT	\$6,600.00.00	\$6,600.00.00		
SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h). TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME INS Financial Management Branch						17(i). GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) 425 I Street, N.W., Room 6034						
	c. CITY Washington		d. STATE DC	e. ZIP CODE 20536			
22. UNITED STATES OF AMERICA BY (Signature) <i>John A. Russo</i> 7/3/01				23. NAME (Typed) John A. Russo, Jr. TITLE: CONTRACTING/ORDERING OFFICER			

ORDER R SUPPLIES OR SERVICES

Schedule - Continuation

PAGE OF PAGES

2 3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 7/3/01

2. CONTRACT NO. (if any) COW-1-A-1027

3. ORDER NO. CALL 03

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	rolling AQLs. The period of performance is July 2, 2001 through September 29, 2001. Additional funding will be provided incrementally. This initial funding is for \$4,000,000.00 which covers two months.					

1

Number (if any), order number, item number(s), description of supplies or services, sizes, quantities, unit prices, and extended totals. Prepaid shipping costs will be indicated as a separate item on the invoice. Where shipping costs exceed \$10 (except for parcel post), the billing must be supported by a bill of lading or receipt. When several orders are invoiced to an ordering activity during the same billing period, consolidated periodic billings are encouraged.

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by me and conforms to contract. Items listed below have been rejected for the reasons indicated.

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	FINAL				
TOTAL CONTAINERS		GROSS WEIGHT	RECEIVED AT	TITLE	

REPORT OF REJECTIONS

[illegible]

SERVICE CENTER OPERATIONS SUPPORT SERVICES
FRONTLOG REDUCTION SUPPORT
STATEMENT OF WORK

1. Introduction

In January 2001, the Immigration and Naturalization Service (INS) awarded a Blanket Purchase Agreement (BPA) (BPA No. COW-1-A-1027) to JHM Research and Development, Inc. (JHM) to provide records management services at the four INS Service Centers. These services include:

1. Mailroom operations
2. File assembly
3. Data collection, capture, and scanning
4. Document preparation
5. Fee collection and processing
6. Fileroom operations
7. Word processing
8. Quality control, including continual process evaluation and improvement
9. Project management
10. Business Process Reengineering, including requirements analysis, system design, development, and implementation
11. Other records management functions, processing, and services as designated in any media or storage modality (electronic, paper, optical storage, etc.) as specified

At the time INS released its Request for Quotation (RFQ), INS instructed all Contractors (for the purposes for develop proposals), that no frontlog would exist at the time that the successful Contractor would begin performance. INS further stated in the RFQ that in the event that a frontlog did exist, INS would issue a separate Call to process the frontlog. As of the date of this call, INS has a frontlog in each of the Service Centers that requires processing by the Contractor.

2. Scope

The scope of this Call is to process the frontlog in each of the Service Centers in accordance with the BPA Requirements. However, under the terms of this call, INS may issue separate written guidance that will direct the Contractor to process certain cases types that are frontlogged prior to other case types included in the frontlog mix, rather than processing in standard first in, first out processing order. The Contractor shall provide records management services in accordance with all other terms of the BPA Statement of Work (SOW).

Specifically, INS requires the Contractor to process the current frontlog applications currently located at each Service Center. INS urges the Contractor to propose innovative solutions for the processing the frontlog in the Service Centers in a timely, efficient, cost effective manner. INS is open to a solution that may involve moving the frontlog work off-site to either another Government site or to the Contractor's facility. If this approach is proposed and accepted by INS, INS will work closely with the Contractor to facilitate operational readiness at any off-site facility, including working with the Contractor to establish connectivity with INS network and systems.

For purposes of this Call, INS has differentiated between tasks within the Data Collection, Capture, Scanning and Document Preparation performance element to better target Contractor resources to our areas of greatest concern. As such, the INS wishes to receive one proposal that addresses the cost and timelines associated with having the Data Entry tasks related to applications with fee remittances attached completed as soon as possible. The proposal should specifically address the timeline that the frontlogged work would be completed, knowing that the Government wishes that this work be completed as soon as possible.

In addition, if a requirement that the Government adjust the Acceptable Quality Level (AQL) standards to reflect the completion of the frontlogged work in order to complete the work as quickly as possible, the Contractor must so specify in their technical approach. If the Contractor chooses this technical approach, the Contractor must specify the proposed method to fairly adjust the AQL standards on a "rolling" or other basis that would equate pieces of mail received in a given day with frontlogged work processed during the same time period. For example, the Contractor may propose to simply work a number of backlogged applications equal to that day's mail receipts in the aggregate, or may wish to establish a formula of workload equivalencies that adjusts for complexity of work. Such a formula of equivalencies may note, as an example, that N-400 applications are considerably more complex than I-130s, so that if ten N-400s arrive in a given day, the Contractor will process twenty I-130s as the workload equivalent. In either scenario, or any other that the Contractor may propose, the technical proposal must clearly establish the logic of the proposed AQL tradeoff and the basis on which it can be monitored by both, the Contractor and the Government.

INS also requests a second technical proposal that includes completing the Scanning workload in the Data Collection, Capture, Scanning and Document Preparation performance element that is also frontlogged. This second proposal must clearly depict the technical approach for completing this workload in the following two timeframes:

- (1) Completing the Scanning workload as quickly as possible, while the Data Entry workload is simultaneously being performed. This must compare and describe any adverse impact that completing the scanning simultaneously with the Data Entry might have on accomplishing the Data Entry goal in the shortest possible timeframe and must clearly depict both the cost and the timeframe for completing the Scanning work.
- (2) Completing the Scanning workload in a timeframe that does not in any way detract from the Data Entry workload being completed in the shortest possible timeframe. This component of the proposal must include a cost for completing this work and must define the timeframe in which it would be completed under this scenario.

The Government will then decide which option to pursue relative to issuing a Call for the Scanning sub-task. The Government may decide to find another option to complete the Scanning workload if the cost is too high or the timetables for successful completion, given operational constraints, are not satisfactory.

Finally, if the technical approach proposed requires moving to a third shift, please specify how the work performed during that shift will be handled relative to Quality Control. It is particularly important that the Contractor describe what type of work would be performed in another shift, if such a request were made, and how the Contractor will determine and inspect its lots of work in the various performance areas.

3.1 Mailroom Operations and File Assembly

INS requires the Contractor to process the frontlogged mail at each of the four Service Centers consistent with BPA SOW 6.3.1. This includes the requirements for file assembly specified in Section 6.3.2 of the BPA SOW. The following table provides INS' estimated volume of mail waiting to be processing at each of the Service Centers as of June 15 2001.

TSC	CSC	VSC	NSC	TOTALS
30,000	233,238	0	18,761	281,999

3.2 Data Collection, Capture, Scanning and Document Preparation

The Contractor shall provide data collection, capture, and scanning and documents preparation services of the frontlog applications consistent with Sections 6.3.3 and 6.3.4 of the BPA SOW. The table that follows differentiates between specific data collection efforts required to fee receipt and work frontlogged cases that have remittances attached to them from cases requiring Scanning. The INS requests that the Contractor prepare estimates for compelling this work under the scenarios described in Section 2, Scope, above.

	TSC	VSC	NSC	CSC	SC Total
I-821 TPS	14,242	7,324	1,841		23,407
I-765 TPS	14,352	14,058	433		28,843
I-765 (All W/O Apps)	5,168	14,207	5,778		25,153
I-589 Asylum	320	0	0		320
I-881 Macara	0	0	0		0
I-80 Renewal	0	55	5,885		5,940
I-129/H1B	1,718	12,019	588		14,325
Premium Proc.(S/I)	0	0	0		0
N-400	6,143	23,098	1,120		30,361
Subtotal	51,333	70,781	15,612		137,726
I-90 (All Others)	787	0	3,114		3,901
I-485/765 E.B.	82	12,855	1,045		13,982
Subtotal	869	12,855	4,159		17,883
I-130	45,156	63,610	55,430		163,196
All Other	27,584	64,252	97,890		189,726
Subtotal	72,740	127,862	153,320		353,922
GRAND TOTAL	115,947	211,479	176,112	164,014	667,552

	TSC	CSC	VSC	NSC	TOTALS
I-90	602	14,576	6,587	16,273	38,038
I-181 Copy 3	1,595	32,780	9,204	8,193	51,772
I-765 Regular	3,917	0	0	0	3,917
I-765 Cuban	57	0	0	0	57
I-765 EB	25	0	0	0	25
I-765 TPS	13,873	11,514	5,890	433	31,710
I-89/90	60	0	0	16,273	16,333
I-89/485	931	3,174	2,349	2,278	8,732
I-89/751	460	847	1,336	17	2,660
I-89/765	22	0	0	14,002	14,024
Imm. Visa	5,452	3,189	0	0	8,641
TOTAL	26,994	66,080	25,366	57,469	175,909

3.3 Fee Collection and Processing

The Contractor shall provide fee collection and processing services for the frontlogged applications consistent with Section 6.3.5 of the BPA SOW. The assumption for this workload is that all of the applications included in the Data Entry section will have remittances attached.

3.4 Fileroom Operations

The Contractor shall perform Fileroom Operations for the frontlogged applications consistent with Section 6.3.6 of the BPA SOW. Prior to beginning work under this Call, the Contractor must provide INS with the changes (if any) to the proposed fileroom operations approach contained in the Contractor's winning proposal caused by the frontlog. The Contractor shall also describe any changes in the yearly price of the fileroom that are required in order to process the frontlog prior to beginning work under this Call.

3.5 Quality Control (QC)

The Contractor shall establish quality control (QC) procedures consistent with its QC Plan and Section 6.3.8 of the BPA SOW. The Contractor shall provide INS with a description of any changes to the QC process that may result due to the proposed approach for processing the frontlog prior to beginning work under this Call.

3. Period of Performance

The period of performance for this Call is one year from the date of award. INS requires that Contractor fully process (including fee receipted, data entered, file assembly, and receipt notices generated and sent

to applicants) all applications included in the frontlog within the time periods noted in any proposal that the Government chooses to accept under the call.

4. Place of Performance

The Contractor shall process the frontlog at each of the Service Centers identified in the BPA SOW. To process the frontlog, INS will allow the Contractor to access the INS facilities specified in the BPA SOW between the hours of 3:00 a.m. and 11:30 p.m. Monday through Sunday, excluding federal holidays. System backups will occur between the hours of 11:30 p.m. and 2:30 a.m., Monday through Sunday, excluding federal holidays at all Service Centers.

The Contractor may propose to process the frontlog at other sites. If the Contractor chooses to propose a different site, it should provide in its proposal a detailed plan describing the:

- ◆ location of the facility,
- ◆ restrictions on facility access,
- ◆ Government Furnished Property required,
- ◆ how the Contractor will access INS network and systems
- ◆ effect on the Government Quality Assurance (QA), and
- ◆ logistics of movement of files
- ◆ security of the facility.

Prior to relocating work to a different facility, the Contractor must notify and obtain approval from the Headquarters Contracting Officer's Technical Representative (HQCOTR). Movement of frontlogged applications and associated files should be coordinated with and approved by the COTR at each site. In addition, movement of any applications with associated remittances attached will require that the applications be manifested, at least by box number, volume of applications (by type), and total value of fee remittances attached. Such applications must be moved by armored truck, with appropriate signatures of responsible parties demonstrating accountability for both, applications and fees, throughout the time period that such applications are in the originating INS facility through completion of all work related to them.

5. Other Direct Costs (ODCs)

The Contractor shall may request Other Direct Costs (ODCs) consistent with BPA SOW Section 10. The Contractor is directed to obtain approval from the HQ COTR prior to incurring any ODCs under this Call.

6. Government Furnished Property and Other Sources

If provided, the Contractor must manage Government Furnished Property and Other Sources consistent with Section 9 of the BPA SOW and FAR Part 45. This includes providing any reports specified in the BPA or FAR Part 45.

7. Deliverables

The Contractor shall provide the following deliverables consistent with the schedule specified in the BPA SOW Attachment 4:

- ◆ 6-Monthly Activity Report (G-959)

- ♦ 7-Daily Activity Report
- ♦ 8-Weekly Activity Report
- ♦ 9-Annual Activity Report
- ♦ 13-Report of Theft or Robbery of Funds
- ♦ 14-Report of Accident

8. Quality Assurance (QA)

The Government will conduct Quality Assurance (QA) consistent with Section 7 of the BPA SOW.

9. Personnel

The Contractor shall provide personnel consistent with Section 9 of the BPA SOW.

10. Incentives

TBD

11. Performance Requirements

TBD

ORDER FOR SUPPLIES OR SERVICES

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1. DATE OF ORDER 06/18/2001		2. CONTRACT NO. (if any) COW-1-A-1027		6. SHIP TO:			
3. ORDER NO. CALL 02		4. REQUISITION/REFERENCE NO. OIS-1-10262		a. NAME OF CONSIGNEE Immigration & Naturalization			
5. ISSUING OFFICE (Address correspondence to) Immigration & Naturalization Headquarters Procurement 425 I Street, N.W. Room 2208 Washington DC 20536				b. STREET ADDRESS 1st Floor Room 1126			
				c. CITY Washington	d. STATE DC	e. ZIP CODE 20536	
				f. SHIP VIA			
7. TO: JHM Research& Development 6930 Carroll Ave, Suite 700 Takoma Park MD 20912 John H. Macklin				8. TYPE OF ORDER <input checked="" type="checkbox"/> a. PURCHASE - Reference Your Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated. <input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.			
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13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS Net 30	
a. INSPECTION	b. ACCEPTANCE						
17. SCHEDULE (See reverse for Rejections)							
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
0001	Call 02 provides funding to allow JHM Research and Development to begin full performance under the Statement of Work incorporated by reference under the subject BPA for Service Center Operations Support Service for the four			1	LT	\$15,000,000.00	\$15,000,000.00
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOT. (Cont. pages)	
21. MAIL INVOICE TO:							
a. NAME US IMMIGRATION & NATZ SVC							
b. STREET ADDRESS (or P.O. Box) 425 I STREET, N.W. ROOM 6034							
c. CITY WASHINGTON		d. STATE DC	e. ZIP CODE 20536			\$15,000,000.00	17(i) GRAND TOTAL
22. UNITED STATES OF AMERICA BY (Signature) <i>John A. Russo, Jr.</i> 6/15/01				23. NAME (Typed) John A. Russo, Jr. TITLE: CONTRACTING/ORDERING OFFICER			

☐ Vendor ☐ Official ☐ Requestor
☐ Receiving ☐ G104 Oblig. ☐ Other

OPTIONAL FORM 347 (REV. 6/95)
Prescribed by GSA/FAR 48 CFR 53.213 (e)

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ORDER FOR SUPPLIES OR SERVICES
Schedule - Continuation

PAGE OF PAGES
2 3

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1. DATE OF ORDER
06/18/2001

2. CONTRACT NO. (If any)
COW-1-A-1027

3. ORDER NO.
CALL 02

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>Service Centers (Texas, Vermont, California, and Nebraska) for the period of performance June 18, 2001 through December 31, 2001.</p> <p>The total estimated price for this order is \$37,021,613.00. The Cost Breakdown is attached. The funding hereby provided, \$15,000,000.00, is for services described in this Call and is incremental funding from the date of execution of this Call through September 30, 2001.</p> <p>Additional funding for this effort shall be provided by modification. This Call 02 Shall be incrementally funded until the price of \$37,021,613 is fully funded.</p>					

SUPPLEMENTAL INVOICING INFORMATION

NOTE - If desired, this order (or a copy thereof) may be used by the Contractor as the Contractor's invoice, instead of a separate invoice, provided the following statement (signed and dated), is on (or attached to) the order: "Payment is requested in the amount of \$ _____. No other invoice will be submitted." However, if the Contractor wishes to submit an invoice, the following information must be provided: contract number (if any), order number, item number(s), description of supplies or services, sizes, quantities, unit prices, and extended totals. Prepaid shipping costs will be indicated as a separate item on the invoice. Where shipping costs exceed \$10 (except for parcel post), the billing must be supported by a bill of lading or receipt. When several orders are invoiced to an ordering activity during the same billing period, consolidated periodic billings are encouraged.

RECEIVING REPORT

Quantity in the "Quantity Accepted" column on the face of this order has been: ☐ inspected, ☐ accepted, ☐ received,
by me and conforms to contract. Items listed below have been rejected for the reasons indicated.

SHIPMENT NUMBER	PARTIAL		DATE RECEIVED	SIGNATURE OF AUTHORIZED U.S. GOVT. REP.	DATE
	FINAL				
TOTAL CONTAINERS		GROSS WEIGHT	RECEIVED AT	TITLE	

REPORT OF REJECTIONS

[illegible]

(b)(4) INS Service Center Operations Support BPA
Order Summary
Order Summary (June 01 - Dec 01)

06/15/2001 9:27 AM

Column 1 Task Area	Column 2 Unit	Column 3 Est. Qty.	CSC		Column 6 Est. Qty.	BSC		Column 9 Est. Qty.	TSC		Column 12 Est. Qty.	VSC		Column 15 Est. Qty.	All Years	
			Column 4 Unit Price	Column 5 Extended Price		Column 7 Unit Price	Column 8 Extended Price		Column 10 Unit Price	Column 11 Extended Price		Column 13 Unit Price	Column 14 Extended Price		Column 16 Unit Price	Column 17 Extended Price
Mailroom Operations	Place	4,081,827			2,998,387			2,478,273			3,840,283			13,070,834		
Credit for Mailroom Rejections	Place	42,838			18,154			38,441			6,834			105,288		
Data Collection, Capture, and Scanning and Document Preparation task areas	Form	1,408,228			1,261,981			1,113,851			1,280,007			5,074,898		
Credit for Data Entry Rejections	Form	23,013			38,165			32,308			62,088			148,872		
Fee Collection and Processing	Fee bearing form	1,158,888			889,226			812,897			987,486			3,853,250		
File Room Operations and File Assembly task areas	Year	0.50			0.50			0.50			0.50			2.00		
Word Processing (1 person @ 1980 hours)	Year															
Quality Control (allocated over other line items)	Year	0.50			0.50			0.50			0.50			2.00		
Project Management *	Year	0.50			0.50			0.50			0.50			2.00		
Other Direct Costs (ODCs) Inclusive of Handling Charge	Lot	1.00			1.00			1.00			0.50			8.50		
Total Proposed Price for California Service Center			\$ 15,888,911		\$ 8,738,138		\$ 7,517,862		\$ 9,111,812		\$ 37,821,813					

(b)(4)

INS Service Center Operations Support BPA

06/15/2001 9:21 AM

Order Summary**Data Collection, Capture, and Scanning and Document Preparation
California Service Center****Contractor:****JHM**

INS Form Number	Unit	Qty.	Unit Price	Extended Price
FD-258	Form	14,810		
I-181 Copy 2	Form	101,817		
I-181 Copy3	Form	500		
I-181	Form	40		
I-192	Form	18		
I-212	Form	665		
I-213	Form			
I-601	Form	84		
I-612/USIA	Form	46		
I-643	Form	4		
I-687	Form	6		
I-684	Form	28		
I-685	Form			
I-681	Form	14,397		
I-89 & I-20	Form			
I-89 & I-181	Form			
I-89 & I-485	Form			
I-89 & I-751	Form			
I-89 & I-90	Form			
I-89 & I-765	Form			
I-89 & IV	Form	131		
I-102	Form	1,583		
I-129	Form	76,675		
I-129F	Form	7,558		
I-129S	Form	4		
I-130	Form	355,345		
I-131	Form	29,746		
I-140	Form	22,810		
I-17	Form			
I-175 / I-190	Form			
I-193	Form			
I-290A	Form	38		
I-290B/EOIR-29	Form	1,386		
I-360	Form	1,760		
I-485	Form	46,682		
I-526	Form	207		
I-539	Form	47,845		
I-589	Form	18,995		
I-600	Form			
I-690	Form	22		
I-694	Form	153		
I-695	Form	50		
I-698	Form	130		
I-72	Form	43,669		
I-724	Form			
I-730	Form	255		
I-751	Form	12,638		
I-765	Form	176,836		
I-817	Form	3,965		
I-821	Form	49,320		
I-824	Form	4,920		
I-829	Form	42		
I-850	Form			
I-90	Form	246,051		
N-300	Form			
N-338	Form			

(b)(4)

INS Service Center Operations Support BPA
Order Summary
Data Collection, Capture, and Scanning and Document Preparation
California Service Center

06/16/2001 9:21 AM

Contractor:

JHM

INS Form Number	Unit	Qty.	Unit Price	Extended Price
N-400	Form	95,947		
N-470	Form			
N-565	Form			
N-600	Form			
N-643	Form			
N-644	Form			
N-648	Form			
NAFTA CAN	Form			
OS-551A	Form	29,318		
I-290C/Motions	Form	3,138		
Total Forms		1,409,229		\$ 4,078,582

(b)(4)

INS Service Center Operations Support BPA

06/15/2001 9:20 AM

Order Summary
Data Collection, Capture, and Scanning and Document Preparation
Nebraska Service Center

Contractor:**JHM**

INS Form Number	Unit	Qty.	Unit Price	Extended Price
FD-258	Form	28,984		
I-181 Copy 2	Form	40,309		
I-181 Copy3	Form	170		
I-191	Form			
I-192	Form	122		
I-212	Form	228		
I-213	Form			
I-248	Form			
I-601	Form	81		
I-612/USIA	Form	949		
I-643	Form			
I-865	Form			
I-89 & I-181	Form			
I-89 & I-485	Form			
I-89 & I-751	Form			
I-89 & I-20	Form			
I-89 & I-90	Form			
I-89 & I-765	Form			
I-89 & IV	Form	26,347		
I-102	Form	2,208		
I-129	Form	63,454		
I-129F	Form	6,104		
I-129S	Form	1		
I-130	Form	128,487		
I-131	Form	139,745		
I-140	Form	15,797		
I-17	Form			
I-175 / I-190	Form			
I-193	Form			
I-290A	Form			
I-290B/EOR-29	Form	299		
I-360	Form	844		
I-485	Form	108,734		
I-512	Form	37		
I-526	Form	81		
I-538	Form	42,879		
I-589	Form	12,534		
I-600	Form			
I-687	Form			
I-690	Form	4		
I-694	Form	44		
I-695	Form	39		
I-698	Form	63		
I-700	Form			
I-724	Form			
I-730	Form	23,408		
I-751	Form	13,675		
I-765	Form	142,486		
I-817	Form	1,219		
I-821	Form	9,576		
I-824	Form	2,503		
I-829	Form	20		
I-850	Form			
I-864	Form	614		
I-881	Form			
I-90	Form	124,378		

(b)(4)

INS Service Center Operations Support BPA

06/15/2001 9:20 AM

Order Summary

**Data Collection, Capture, and Scanning and Document Preparation
Nebraska Service Center**

Contractor:

JHM

INS Form Number	Unit	Qty.	Unit Price	Extended Price
N-300	Form	159,952		
N-336	Form			
N-400	Form	78,352		
N-470	Form			
N-565	Form			
N-600	Form			
N-643	Form			
N-644	Form			
N-848	Form			
NAFTA CAN	Form			
OS-551A	Form			
I-72	Form	85,067		
I-290C Motions	Form	2,187		
Total Forms		1,261,981		\$ 3,821,676.23

(b)(4)

INS Service Center Operations Support BPA

08/15/2001 9:17 AM

Order Summary
Data Collection, Capture, and Scanning and Document Preparation
Vermont Service Center

Contractor:

JHM

INS Form Number	Unit	Qty.	Unit Price	Extended Price
FD-258	Form	18,949		
I-181 Copy 2	Form	41,889		
I-181 Copy3	Form	67,581		
I-191	Form	13		
I-192	Form	39		
I-212	Form	633		
I-213	Form			
I-601	Form	221		
I-612/USIA	Form	1,871		
I-643	Form	54		
I-865	Form			
I-89 & I-181	Form			
I-89 & I-485	Form			
I-89 & I-751	Form			
I-89 & I-90	Form			
I-89 & I-765	Form			
I-89 & IV	Form	7,139		
I-102	Form	4,085		
I-129	Form	126,180		
I-129F	Form	8,082		
I-129S	Form	466		
I-130	Form	190,999		
I-131	Form	19,048		
I-140	Form	32,113		
I-17	Form			
I-175 / I-190	Form			
I-193	Form			
I-290A	Form	40		
I-290B/EOIR-29	Form	1,760		
I-290C	Form			
I-360	Form	6,758		
I-485	Form	43,890		
I-526	Form	39		
I-539	Form	62,283		
I-569	Form	9,741		
I-600	Form			
I-667	Form	46		
I-690	Form	13		
I-694	Form	28		
I-695	Form	48		
I-698	Form	84		
I-700	Form			
I-724	Form			
I-730	Form	4		
I-751	Form	19,440		
I-765	Form	208,399		
I-817	Form	190		
I-821	Form	70,237		
I-824	Form	7,442		
I-829	Form	6		
I-850	Form			
I-864	Form	51		
I-881	Form	10,092		
I-90	Form	45,425		
N-300	Form			
N-336	Form			

(b)(4)

INS Service Center Operations Support BPA
Order Summary
Data Collection, Capture, and Scanning and Document Preparation
Vermont Service Center

06/15/2001 9:17 AM

Contractor:

JHM

INS Form Number	Unit	Qty.	Unit Price	Extended Price
N-400	Form	119,178		
N-470	Form			
N-585	Form	521		
N-600	Form	2,380		
N-643	Form	354		
N-644	Form			
N-648	Form			
NAFTA CAN	Form			
G-825	Form	35,983		
I-72	Form	113,012		
I-885	Form	1,984		
Leg. Quest.	Form	9,660		
I-290C/Motions	Form	4,124		
Total Forms		1,290,097		\$ 3,163,909.20

(b)(4)

INS Service Center Operations Support BPA

06/15/2001 9:13 AM

Order Summary**Data Collection, Capture, and Scanning and Document Preparation
Texas Service Center****Contractor:****JHM**

INS Form Number	Unit	Qty.	Unit Price	Extended Price
FD-258	Form	10,833		
I-181 Copy 2	Form	75,391		
I-181 Copy 3	Form	84,301		
I-191	Form	111		
I-192	Form			
I-212	Form	70		
I-213	Form	8,172		
I-801	Form	498		
I-812/USIA	Form	160		
I-843	Form			
I-865	Form			
I-89 & I-181	Form			
I-89 & I-865	Form			
I-89 & I-751	Form			
I-89 & I-20	Form			
I-89 & I-90	Form			
I-89 & I-765	Form			
I-89 & IV	Form	46,156		
I-102	Form	2,214		
I-129	Form	61,789		
I-129F	Form	4,801		
I-129S	Form	188		
I-130	Form	146,403		
I-131	Form	17,188		
I-140	Form	15,903		
I-17	Form			
I-175 / I-190	Form			
I-193	Form			
I-290A	Form	15		
I-290B/EOIR-29	Form	219		
I-360	Form	1,883		
I-485	Form	29,175		
I-512	Form	4		
I-526	Form	93		
I-539	Form	43,405		
I-551	Form	382		
I-589	Form	24,022		
I-600	Form			
I-687	Form	1,728		
I-690	Form	2		
I-694	Form	24		
I-695	Form	55		
I-698	Form	53		
I-72	Form	22,706		
I-700	Form			
I-724	Form			
I-730	Form	82		
I-751	Form	10,000		
I-765	Form	127,898		
I-817	Form	2,053		
I-821	Form	48,145		
I-824	Form	5,271		
I-829	Form	341		
I-850	Form			
I-884	Form	2,158		
I-881	Form	71		

(b)(4)

INS Service Center Operations Support BPA

06/15/2001 9:13 AM

Order Summary
Data Collection, Capture, and Scanning and Document Preparation
Texas Service Center

Contractor:

JHM

INS Form Number	Unit	Qty.	Unit Price	Extended Price
I-90	Form	51,418		
N-300	Form			
N-336	Form			
N-400	Form	64,313		
N-470	Form			
N-565	Form			
N-600	Form	79		
N-643	Form			
N-644	Form			
N-648	Form			
NAFTA CAN	Form			
OS-551A	Form	203,537		
I-290C/Motions	Form	1,565		
Total Forms		1,113,661		\$ 3,091,663



U.S. Department of Justice
Immigration and Naturalization Service

HQPRO 140/3.2.2

mailed 6/24/01

425 I ST. NW
Washington, DC 20536

June 19, 2001

JHM Research & Development
6930 Carroll Ave, Suite 700
Takoma Park, MD 20912
Attn: Mr. John H. Macklin, President

SUBJECT: Stop Work Order for Blanket Purchase Agreement COW-1-A-1027

Dear Mr. Macklin:

In accordance with FAR 52.242-5 under Contract COW-1-A-1027, you are hereby directed to stop-work immediately on all orders under this Blanket Purchase Agreement. Please take whatever steps are necessary to minimize costs associated with this stop-work order.

This letter shall formally confirm the conversation and e-mail transmission on June 15, 2001 notifying JHM of the stop work order. The stop work order results from a temporary restraining order (TRO) issued by the judge of the Federal Claims Court regarding Labat's protest of the Service Center Operations Support BPA award to JHM. The TRO expires at 4:00PM on June 25, 2001, and Labat's continued performance is complete at the end of the second shift on June 25, 2001.

If you should have any questions concerning this stop work order, please contact Ms. Sharon Allen at (202) 305-1487.

Sincerely,

John A. Russo

JOHN A. RUSSO
Contracting Officer

cc: Bertha Johnson, COTR



U.S. Department of Justice
Immigration and Naturalization Service

HQPRO 140/3.2.2

425 I ST. NW
Washington, DC 20536

June 29, 2001

for 6/29/01

JHM Research & Development, Inc.
6930 Carroll Ave, Suite 700
Takoma Park, MD 20912
Attn: Mr. John H. Macklin, President

SUBJECT: Lift Stop Work Order for Blanket Purchase Agreement COW-1-A-1027

Dear Mr. Macklin:

You are hereby notified that the temporary restraining order extended by the judge of the Federal Claims Court will expire at 4:00PM on June 30, 2001 without a subsequent preliminary injunction. Therefore, effective July 1, 2001, INS lifts the stop work order placed on all calls of the subject BPA on June 15, 2001. All work can now be resumed. Please notify the Government by July 13, 2001 as to any changes in time frame and/or cost associated with the imposed stop work order.

If you should have any questions, please contact Ms. Sharon R. Allen at (202) 305-1487.

Sincerely,

Madan M. Kar
Contracting Officer

cc: Bertha Johnson, COTR

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 01/03/2001		2. CONTRACT NO. (If any) COW-1-A-1027		6. SHIP TO:	
3. ORDER NO. CALL 01		4. REQUISITION/REFERENCE NO. OIS-1-10075		a. NAME OF CONSIGNEE Immigration & Naturalization	
5. ISSUING OFFICE (Address correspondence to) Immigration & Naturalization Headquarters Procurement 425 I Street, N.W. Room 2208 Washington DC 20536				b. STREET ADDRESS 1st Floor Room 1126	
				c. CITY Washington	d. STATE DC
				e. ZIP CODE 20536	
7. TO: JHM Research & Development 6930 Carroll Ave, Suite 700 Takoma Park MD 20912 John H. Macklin				f. SHIP VIA	
9. ACCOUNTING AND APPROPRIATION DATA 1511220/11PS.211X.X07.00				8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE - Reference Your Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated. <input checked="" type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
CONTRACTOR TIN: 52-1541512				10. REQUISITIONING OFFICE Immigration Services Division	
				11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> OTHER THAN SMALL <input type="checkbox"/> DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED	
				12. F.O.B. POINT Destination	

13. PLACE OF		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	16. DISCOUNT TERMS See attached
a. INSPECTION	b. ACCEPTANCE			

17. SCHEDULE (See reverse for Rejections)						
ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	Call 01 is issued against BPA COW-1-A-1027. Call 01 authorizes the Contractor to commence the Transition Period of up to 90 days as required. The transition	1	LT	\$433,349.00	\$433,349.00	

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOT. (Cont. pages) 17(i) GRAND TOTAL
	21. MAIL INVOICE TO:						
	a. NAME US IMMIGRATION & NATZ SVC						
	b. STREET ADDRESS (or P.O. Box) 425 I STREET, N.W. ROOM 6034						
	c. CITY WASHINGTON		d. STATE DC	e. ZIP CODE 20536		\$433,349.00	

22. UNITED STATES OF AMERICA BY (Signature) <i>John A. Russo</i> 1/3/01		23. NAME (Typed) JOHN A. RUSSO TITLE: CONTRACTING/ORDERING OFFICER
--	--	--

<input type="checkbox"/> Vendor	<input type="checkbox"/> Official	<input type="checkbox"/> Requestor
<input type="checkbox"/> Receiving	<input type="checkbox"/> G104 Oblig.	<input type="checkbox"/> Other

OPTIONAL FORM 347 (REV. 6/95)
Prescribed by GSA/FAR 48 CFR 53.213 (e)

ORDER SUPPLIES OR SERVICES
Schedule - Continuation

PAGE OF PAGES
 2 3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER
 01/03/2001

2. CONTRACT NO. (if any)
 COW-1-A-1027

3. ORDER NO.
 CALL 01

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	period is fully funded in the amount of \$433,349.00. The contractor will perform and deliver all deliverables in accordance with the services required in the attached Statement of Work dated 01/03/01.					

SUPPLEMENTAL INVOICING INFORMATION

NOTE - If desired, this order (or a copy thereof) may be used by the Contractor as the Contractor's invoice, instead of a separate invoice, provided the following statement (signed and dated), is on (or attached to) the order: "Payment is requested in the amount of \$ _____. No other invoice will be submitted." However, if the Contractor wishes to submit an invoice, the following information must be provided: contract number (if any), order number, item number(s), description of supplies or services, sizes, quantities, unit prices, and extended totals. Prepaid shipping costs will be indicated as a separate item on the invoice. Where shipping costs exceed \$10 (except for parcel post), the billing must be supported by a bill of lading or receipt. When several orders are invoiced to an ordering activity during the same billing period, consolidated periodic billings are encouraged.

RECEIVING REPORT

Quantity in the "Quantity Accepted" column on the face of this order has been: ☐ inspected, ☐ accepted, ☐ received,
by me and conforms to contract. Items listed below have been rejected for the reasons indicated.

SHIPMENT NUMBER	PARTIAL		DATE RECEIVED	SIGNATURE OF AUTHORIZED U.S. GOVT. REP.	DATE
	FINAL				
TOTAL CONTAINERS		GROSS WEIGHT	RECEIVED AT	TITLE	

REPORT OF REJECTIONS

[illegible]

OPTIONAL FORM 347 (REV. 6/95) BACK

Immigration and Naturalization Service

**Immigration Services Division
Service Center Operations**

**Statement of Work for
Service Center Operations Support Services
Transition**



**Immigration and Naturalization Service
800 K Street, NW, Suite 1000
Washington, DC 20536
3 January 2001**

1.0 Introduction

This Blanket Purchase Agreement (BPA) provides comprehensive, cost effective on-site data entry and other records processing and related support services for the Immigration and Naturalization Service (INS) Direct Mail Program. Support is provided in the four Service Centers, and in any additional locations INS may designate in writing.

This is the first call to be awarded under the BPA. It defines the Transition Period, beginning at award of the BPA and ending when full performance begins. The transition period is intended to fully prepare the new contractor to effectively undertake the actual performance of the work.

The Transition Task includes the contractor staff necessary to complete required deliverable products. It also includes the Program Management and other contractor staff anticipated to be employed during full performance that are necessary to make all needed preparations for full performance that meets the performance standards and AQLs in accordance with the RFQ, as delineated in the contractor's proposal.

This Task is fixed price, and not subject to the Award Fee provisions of the BPA.

2.0 Schedule

The Transition Task begins upon award of the BPA, and this call. It continues for approximately 90 days. During this period, the incumbent is responsible for full performance. At the end of the transition period, the new Contractor will assume all responsibility for full performance of the work in accordance with the Statement of Work.

3.0 Requirements

During the Transition period, the Contractor shall accomplish the fixed price transition task as defined in the RFQ, the Statement of Work, Note 3 to amended Pricing Table A-1 and herein. The Transition Task shall include a Kick-off meeting, at a location and time to be established immediately following the award by the INS. The Contractor shall ensure that all key personnel (and other select members of the staff who may be able to contribute to the discussion) are available to participate in this session.

The INS intends to conduct regular Service Center Support Program Management Review (PMR) meetings during the Transition Period. These sessions may take up to four hours, or longer, depending on the issues at hand. They are intended to help coordinate program activity, ensure open communications, and provide accurate status of key events. PMR meetings will be conducted every two weeks in Government provided facilities in the Metropolitan Washington, D.C. area. Face to face attendance at the PMRs shall include cognizant Government personnel, the Contractors' Program Manager, and other Contractor personnel assigned significant program management and control responsibilities. The Contractor shall provide other staff and data as needed to support agenda items. Key personnel on station at Service Centers may be connected via phone or video teleconference as necessary. Each PMR will address: personnel/staffing, deliverable production status, technical accomplishments, issues and risks, and planned activities and updates to the Government on any particular areas of concern.

During the Transition period, the contractor shall prepare and deliver monthly progress reports to the INS POC by the 5th day of each month covering the previous month's transition activity. These reports shall contain the following information:

- The current transition status of each Service Center site, and the Contractor's Program Management Office including personnel recruitment, and status of security clearances.

- Description of deliverable product status, including activity planned for accomplishment in the next reporting period.

- Summary of any problems or areas of concern that require either Government assistance or guidance or action by the contractor.

- Summary of substantive information derived from noteworthy trips, meetings, and special conferences attended in connections with the contract during the reporting period.

- Any other pertinent information to the Project.

Under the Transition Task, the contractor shall prepare, submit, revise, and finalize Deliverable numbers 1, 2, 3, 4, 5, 12, 15, and 18 as specified in Attachment 4 of the Statement of Work, quoted on the following pages.

During this period, the Contractor shall develop procedures to consolidate Monthly Activity Report data from all four sites in order to report the results on a consolidated monthly report to the HQCOTR.

The Contractor shall develop and propose a method for approval by the Government for transporting mail to and from the Post Office, and, at NSC, TSC, and VSC, for transporting files among buildings comprising the Service Center. The actual transportation solution will be implemented beginning with the period of full performance, and reimbursed as an ODC under that call.

During the Transition Period, the contractor shall provide proof of bonding for all personnel who will be assigned to duties that involve the handling of cash and financial instruments during the period of full performance.

At the end of the transition period, the Government Furnished Material/Property needed for full performance will be transferred from the custody of the incumbent Contractor to the follow-on Contractor. Pursuant to this function, a transfer inventory shall be made and custody formally transferred via a signed inventory of all property or material possessing a unit replacement value of \$100.00 or more.

4.0 Key Personnel

The Contractor has proposed specific key personnel, and can make no substitutions or additions unless necessitated by compelling reasons and approved by the Government. In such an event, the Contractor shall promptly provide the information required below to the CO and HQCOTR for approval prior to the substitution or addition of key personnel. The qualifications of proposed substitute key personnel shall meet or exceed the qualifications of personnel whom they are proposed to replace.

Requests for key personnel changes shall provide a detailed explanation of the circumstances necessitating the proposed substitutions or additions, a complete resume of the proposed personnel, and any other relevant information requested by the CO or HQCOTR. INS Management at all levels of the organization reserve the right to interview the proposed candidate prior to substitution of key personnel.

5.0 Security

Following award of this call, the Contractor shall immediately prepare and submit the required applications for security clearances and facility clearances, as required by the Statement of Work.

During the Transition period, the INS will provide access to appropriate INS information as feasible, to each of the four INS Service Centers and to INS Headquarters for Contractor employees assigned transition duties. Access to INS facilities will be granted to the maximum extent possible within the limitations of INS Security policies, without disrupting current operations.

6.0 Facilities, Equipment, and Supplies

No INS facilities, equipment, or supplies will be provided for contractor transition activity during the transition period. The Contractor shall provide all the facilities, equipment, and supplies necessary to fully support proposed transition activity, including their office in the Washington, DC metropolitan area. This office must be established within 30 days of the date of award of the BPA. The Washington, DC metropolitan area is defined in the Statement of Work as a radius of 70 miles from the INS headquarters located at 425 I Street NW, Washington, DC.

7.0 Government Points of Contact

The primary INS technical point of contract for transition activity will be the INS COTR, Ms. Bertha Johnson, 202-514-0311. Ms. Johnson will designate technical contacts at each Service Center. The primary INS point of contact for business and contractual issues during the transition period will be the cognizant Contracts Specialist, Mr. Rodney Gartrell, 202-514-5626.

Deliverable	Acceptance Criteria	Schedule	Delivery Instructions	Acceptance Period	Copies
1 - Fee Collection Plan	See SOW Section 6.3.5, Task 5 - Fee Collection and Processing, and Requirements 5.1 through 5.3.6 and 11.1 in Attachment 3, Performance Requirements	A Draft Fee Collection Plan is due within 30 days following award of the BPA. The Final Plan is due within 15 days following receipt of Government comments. The Plan shall be updated as necessary to reflect changes to operational procedures and/or Government policy. Draft plan revisions shall be delivered within 2 weeks after notification of any change. Final plan revisions shall be delivered within 1 week after receipt of Government comments.	The Contractor shall deliver the Fee Collection Plans to the HQCOTR.	The INS must review Draft, Final, and Revised Fee Collection Plans, and accept or reject them within 15 days following receipt.	6 hard copies and 1 electronic copy
2 - Quality Control Plan	See SOW Section 6.3.8, Task 8 - Quality Control and Requirements 8.1 through 8.2.1 in Attachment 3, Performance Requirements	A Draft Plan is due within 45 days following award of the BPA. The Final Plan is due within 30 days following receipt of Government comments. The Plan shall be updated as necessary to reflect changes to operational procedures and/or Government policy. Draft plan revisions shall be delivered within 2 weeks after notification of any change. Final plan revisions shall be delivered within 1 week after receipt of Government comments. The Contractor shall submit a copy of each update to the HQCOTR and the On-Site COTR 5 business days prior to the implementation of the changed procedure. To maintain configuration control on the approved Quality Control Plan, the On-Site COTRs shall direct any comments on the changed procedures to the HQCOTR for transmission to the Contractor Project Manager.	The Contractor shall deliver Quality Control Plans to the HQCOTR.	The INS must review Draft, Final, and Revised Plans, and accept or reject them within 15 days following receipt.	6 hard copies and 1 electronic copy
3 - Project Management Plan	See SOW Section 6.3.9.4, Project Management Plan and Requirements 9.1.1 through 9.1.15 in Attachment 3, Performance Requirements	A Draft Plan is due within 90 days following award of the BPA. The Contractor shall have 30 calendar days to remedy and resubmit the plan. The Plan shall be updated quarterly as necessary to reflect changes to operational procedures and/or Government policy. Draft plan revisions shall be delivered within 2 weeks after notification of any change. Final plan revisions shall be delivered within 1 week after receipt of Government comments.	The Contractor shall deliver Plans to the HQCOTR.	The INS must review Draft, Final, and Revised Plans, and accept or reject them within 30 days following receipt.	6 hard copies and 1 electronic copy
4 - Transition Plan	See Requirements 9.1.2 and 9.1.5 in Attachment 3, Performance Requirements	A Draft Plan is due within 30 days following award of the BPA. The Plan shall be updated quarterly as necessary to reflect changes to operational procedures and/or Government policy. Draft Plan revisions shall be delivered within 2 weeks after notification of any change. Final Plan revisions shall be delivered within 1 week after receipt of comments.	The Contractor shall deliver Plans to the HQCOTR and the On-Site COTR.	The INS must review Draft, Final, and Revised Plans, and accept or reject them within 15 days following receipt.	1 hard copy and 1 electronic copy to each recipient
5 - Training Plan	See SOW Section 6.3.9.8, Training Plan, and Requirements 9.1.9b and 9.1.10 in Attachment 3, Performance Requirements	A Draft Plan is due within 30 days following award of the BPA. The Final Plan is due within 15 days following receipt of Government comments. The Plan shall be updated as necessary to reflect changes to operational procedures and/or Government policy. Draft plan revisions shall be delivered within 2 weeks after notification of any change. Final plan revisions shall be delivered within 1 week after receipt of Government comments.	The Contractor shall deliver Plans to the HQCOTR.	The INS must review Draft, Final, and Revised Plans, and accept or reject them within 15 days following receipt.	6 hard copies and 1 electronic copy
12 - Backlog Reduction Plan	See SOW Section 6.3.9.9, Backlog Reduction Plan	A Draft Plan is due within 30 days following award of the BPA. The Final Plan is due within 15 days following receipt of Government comments. The Plan shall be updated as necessary to reflect changes to operational	The Contractor shall deliver Plans to the HQCOTR.	The INS must review Draft, Final, and Revised Plans, and accept or reject them within 15 days following receipt.	1 hard copy and 1 electronic copy to each recipient

Deliverable	Acceptance Criteria	Schedule	Delivery Instructions	Acceptance Period	Copies
15 - Configuration Management (CM) Plan	See SOW Section 6.3.9.2, Configuration Management and Requirements 9.1.11 through 9.1.15 in Attachment 3, Performance Requirements	procedures and/or Government policy. Draft Plan revisions shall be delivered within 2 weeks after notification of any change. Final Plan revisions shall be delivered within 1 week after receipt of Government comments. A Draft CM Plan is due within 30 days following award of the BPA. The Final Plan is due within 15 days following receipt of Government comments. The Plan shall be updated as necessary to reflect changes to operational procedures and/or Government policy. Draft CM Plan revisions shall be delivered within 2 weeks after notification of any change. Final plan revisions shall be delivered within 1 week after receipt of Government comments.	and the On-Site COTR.	accept or reject them within 15 days following receipt.	
18 - Work Breakdown Structure (WBS)	The SOW Section 6.3.9.3	A Draft WBS is due within 90 days following award of the BPA. The Contractor shall have 30 calendar days to remedy and resubmit the WBS. The WBS shall be updated quarterly as necessary to reflect changes to operational procedures and/or Government policy. Draft WBS revisions shall be delivered within 2 weeks after notification of any change. Final WBS revisions shall be delivered within 1 week after receipt of Government comments.	The Contractor shall deliver the CM Plan to the HQCOTR and each On-Site COTR. The Contractor shall deliver the WBS to the HQCOTR.	The INS must review Draft, Final, and Revised Plans, and accept or reject them within 15 days following receipt. The INS must review Draft, Final, and Revised WBSs, and accept or reject them within 30 days following receipt.	1 hard copy and 1 electronic copy to each recipient 6 hard copies and 1 electronic copy